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OSA-4971-63

16 SEP 1963

MEMORANDUM FOR: All Deputies, Staff Chiefs, Division Chiefs,
and Special Assistant for Liaison of OSA

SUBJECT: Coordination with DDP Divisions

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1. Since the advent of the latest [] exercise, there have been at least several instances wherein messages have been sent to [] by OSA without proper coordination with the appropriate DDP Division in Headquarters.

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2. It is essential that proper coordination occur at the Headquarters level, both intra-OSA and with other Headquarters elements. If we expect to maintain the degree of efficiency and effectiveness normally associated with our activities, it is appropriate that coordination be undertaken with DDP on all substantive issues bearing on [] involved in our activities. As has been the practice in the past, there is no requirement for coordination in those cases dealing with "routine" materiel matters or standard operational notifications.

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3. Normally, this coordination should be accomplished by or at least with the knowledge of the Office of the Assistant Director, OSA. Please insure that personnel in your element affected by the foregoing fully understand the contents and intent of this memorandum.

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Executive Officer, OSA

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EO/OSA [] /jn

Distribution:

All Deputies, OSA
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